



Kentucky Department for Libraries and Archives
Local Records Program



Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: GREENUP COUNTY PUBLIC LIBRARY

Applicant Title: Sharon Haines, Director

Office Address: 508 Main Street
Greenup, KY 41144

Phone Number: 606-473-6514

Email Address: greenupgenealogy@gmail.com

Federal ID Number: 61-0722230

Part B: Project Summary

Total Funds Requested: \$ 11,289.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

See Attachment 1



Kentucky Department for Libraries and Archives

Local Records Program

Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: Imaging Office Systems, Inc.

Vendor Address: 5275 Emco Dr.
Indianapolis, IN 46200

Vendor Phone and Email: 800-875-9545 contractsales@myios.com

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☒
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
SCANPRO 3000 Digital Microfilm Scanner			\$11,289.00
Diazo Cost for <u>NA</u> Copies			NA
Quality Control (Add 12.5% of the microfilming cost)			NA
Total Cost			\$11,289.00

Section 2

Vendor Name: _____

Vendor Address: _____

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

****Please Attach Additional Sections, if needed.****



Kentucky Department for Libraries and Archives Local Records Program

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

See Attachment 2

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☒ No ☐

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐



Kentucky Department for Libraries and Archives Local Records Program

Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

See Attachment 3

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐

3. Can these records be removed from the office during the project? Yes ☐ No ☐ N/A ☒

4. In what format do these records exist? Select all that apply.

Paper ☐ Electronic Files ☐ Microfilm ☒ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:



Kentucky Department for Libraries and Archives Local Records Program

Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Sharon Haines

Authorized Local Government Official

Sharon Haines, Director

Typed or Printed Name and Title

2/28/2017

Date

Official Custodian of Records

Typed or Printed Name and Title

Date

Kentucky Department for Libraries and Archives
Local Records Program
Grant Application

Attachment 1

The Greenup County Public Library seeks to secure funds for a Microfilm Scanner to allow the public easy access to our current microfilm collection. Our collection includes land and probate records, Revolutionary and War of 1812 Pension Applications as well as transcribed oral histories of local residents. Our future plans are to use the microfilm scanner to digitize all of our films. This will serve two purposes; to make the records available to the public at more than one viewing station and to preserve them in case of accidental destruction of the original films. Digital copies will be stored in secured locations at our branch libraries.

Attachment 2

The Greenup County Public Library is committed to a comprehensive records management program. We work closely with our Regional Administrator, Mr. Jackie Arnold, on records management activities and in the development of Local Records grant applications. We have a designated records officer, Vicki Evans, who assists with records transfer and/or destruction. Staff members are provided with records management training as it pertains to their position duties.

We are committed to this grant project, and will be providing adequate space for the new equipment and staff to provide training to employees and volunteers alike on the proper operation of the Microfilm Scanner and supporting software. They will also ensure that digitized records are properly uploaded into our records system. Staff will be completing grant reports as required by KDLA.

Attachment 3

This project will result in the preservation of and increased access to over 250 reels of microfilm currently on hand at the library. With each use of the microfilm it deteriorates and develops new scratches. Digitization of the microfilm will allow for ease of access to the records from the public. With our current situation we have one microfilm reader printer. With digital access, we will be able to have multiple access points to these records. We currently house the only microfilmed copies of the County Order Books inside the county. These books offer an inside look at our county from the day of formation. The court house is closed numerous days when the library is open. The public can access records here at the library when the court house is closed. In fact our Court Clerk, Allen Reed, stores his older books in the basement of the court house annex. When people request to look at these books he sends them to the library to view them on microfilm. This saves him the time of sending an employee to the basement to accompany the visitor. Mr. Reed supports our decision to digitize these microfilms. We will use all forms of newsprint and social media to inform the public of the project and its importance to the community.



508 Main St. Greenup, KY 41144 Main: 606-473-6514 Fax: 606-473-0318

INVITATION FOR BID PROPOSAL

The Office of the Greenup County Public Library is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. **Offerers must provide services or materials within the term of the grant following the beginning of the FY2020 and subsequent availability of state funds.**
12. **Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.**
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than **February 15, 2019** to be considered.

Sharon Haines
Signature/Title *Director*

Sharon Haines
Printed Name

2/4/2019
Date

Greenup County Public Library

Attachment A

February 4, 2019

The Greenup County Public Library is seeking bids for one Microfilm reader/printer/scanner/converter. Some of the general features that the library is seeking are as follows.

- Desktop design
- 300 dpi minimum
- HD
- USB capable
- Auto scan features-hands free full roll
- 16mm/35mm film rolls minimum
- Onscreen printing
- Optical Zoom

Bids must include all charges/costs: Hardware, software, equipment, shipping, handling, delivery, installation, labor, setup, etc.

Bids must be returned to this office by February 15, 2019

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID.

If you have any questions, please contact:

Vicki L. Evans
Greenup County Public Library
Genealogy & Local History
508 Main Street
Greenup, KY 41144
(606) 473-6514

Thank You



IMAGING
Office Systems, Inc.

Created Date 2/5/2019

Quote Name Greenup CPL 3000
Quote Number 00003847

Bill To Name Greenup County Public Library
Bill To 508 Main Street
Greenup, KY 41144
Ship To Name Greenup County Public Library

Created By Sales Sales
Address 5275 Emco Dr.
Indianapolis, IN 46200
United States
Phone (800) 875-9545
Email contractsales@myios.com

Product Code	Product	Quantity	Sales Price	Total Price
*INSTALL	Installation	1.00	\$995.00	\$995.00
SHIP	ScanPro - Shipping	1.00	\$299.00	\$299.00
9863006	ScanPro 3000 for Fiche and 16/35mm Roll Film includes standard Auto Scan	1.00	\$9,995.00	\$9,995.00

Terms and Conditions

1. All invoices shall be due and payable with terms of net 30 days from date of invoice, and shall thereafter accrue interest, until paid, at the lesser of 1.5% per month or the maximum interest rate permitted under applicable law.
2. If any sales, excise, occupation, or use tax is applicable to this transaction, the amount will be added to the price stated herein.
3. All orders are "FOB" Shipping Point. Destination charges, when applicable, will be added to the invoice unless specifically excluded. If shipment is made at Customer request via a method other than that which would normally be used, or if special handling is necessary due to receiving limitation of the customer, additional charges may be added to the invoice.
4. This agreement may be signed in counterparts, each of which will be deemed an original and all of which together shall constitute one and the same agreement. A facsimile signature of one or more of the parties hereto shall be deemed an original signature.
5. An additional fee of 2.25% will be added to invoice total for credit card payment.

Date: _____

Subtotal \$11,289.00

Grand Total **\$11,289.00**

Signature _____

I decline hardware maintenance _____



Investment Proposal Prepared Especially For

Greenup County Public Library

January 29, 2019

ST ViewScan® 4 – 18MP Microfilm Viewer-Scanner System **\$12,140.00**

Includes:

- o High Resolution Scanning Optics – **18 Megapixel Camera** with **COLOR** Capture
- o **7X-105X Optical Zoom** – with Optically Crystal-Clear Glass Field
- o **Great** for Capturing **COLOR** 35mm Slides and Negatives!
- o USB 3.0 – for **FAST** Streaming Video Transfer
- o LED Light Source (Lifetime Lamp Warranty)
- o Bi-Modal (Handles Both Negative and Positive Film)
- o **ST PerfectFocus** – **New** with ViewScan 4
- o On-Screen Film Movement Controls **and** Physical Push-Button Controls
- o One Second Image Capture Speed at 300 dpi
- o Captures 16/35mm Roll Film and Microfiche
- o Real Time Video Viewing on PC Monitor – Refreshes @ 30 Frames Per Second
- o Motorized Combination Microfiche/Roll Film Carrier (For Open Spool 16 or 35mm Film)
- o **EASY to USE** - Intuitive Microsoft Office-Based ST ViewScan **Standard** Software
- o **ST PerfectView/Premium Library Bundle Software**
- o **ST Cruise Control** – **MAX Software** (Automatically Scans up to All Images on the Roll)
- o **ST OCR** – **Software Package**
- o USB Port – Conveniently Mounted on the Front of the Scanner
- o One button "Save to USB Flash Drive"
- o Internal Outbound Email Interface Functionality
- o **On-Site Installation & Operator Training**
- o **Shipping is Included to the Destination**

(Please see the next page for ViewScan 4 Options)

BP Imaging Solutions
28 E. Rahn Road, Suite 115
Kettering, Ohio 45429
Office: 937.439.1327
Fax: 937.439.1105
bp@bpimaging.com
www.bpimaging.com



ST ViewScan 4 System – Options

On-Site Installation & Operator Training <u>(This option is included.)</u>	\$595.00
o <u>Recommended for First-Time ViewScan Users</u>	
Standard Software	Included
o Browse, Crop, Save to Disk, CD, Thumb Drive, and Print	
PerfectView Communications Bundle	\$595.00
o Dropbox, Google Drive, and Integrated E-Mail	
PerfectView Research Assistant	\$649.00
o Annotation Selective Area Enhance, Clip-Merge, Rapid Advance, and Auto Browse	
PerfectView Library Bundle / Premium Software <u>(This option is included.)</u>	\$1,295.00
o Standard Software, Communications Bundle, and Research Assistant	
PerfectView Business Records Bundle	\$895.00
o Standard Software, Research Assistant, and OCR Software	
ST OCR – Software Package <u>(This option is included.)</u>	\$695.00
o Creates Searchable Single Page and/or Multi Page PDF's	
ST Cruise Control – Max Software <u>(This option is included.)</u>	\$1,595.00
o Automatically Captures/Scans up to All Images on the Roll of Microfilm	
27" LCD WideScreen Monitor with Pivoting Stand	\$290.00

Maintenance Agreements for ST ViewScan 4 System – Multiple Year Options

1 st Year On-Site Maintenance Agreement	\$795.00
2 Years On-Site Maintenance Agreement	\$1,450.00
3 Years On-Site Maintenance Agreement	\$1,990.00
o Second Business Day – Response Time on Maintenance Agreements.	

Terms and Conditions

Payment Terms: Net 20 Days – from the Date of Shipment

Delivery: 7-10 Days – After Receiving Your Order

Shipping Charge: **Shipping Cost is included to the Destination**

Warranty Period: 3 Years from the Date of Shipment (During the warranty period, service is provided by ST Imaging with Depot Repair. On-Site Coverage is not included.)

BP Imaging Solutions
28 E. Rahn Road, Suite 115
Kettering, Ohio 45429
Office: 937.439.1327
Fax: 937.439.1105
bp@bpimaging.com
www.bpimaging.com

Nexus Imaging Solutions
1100 Peachtree St NE
Atlanta, GA 30309 US
470-215-9907
william@nex-usa.com

Quote



ADDRESS
Vicki Evans
Greenup County Public Library
508 Main St
Greenup, KY 411441034

QUOTE #	DATE	EXPIRATION DATE
1047	02/14/2019	03/22/2019

ITEM NUMBER	DESCRIPTION	QTY	RATE	AMOUNT
UScan+ HD Roll, Fiche and Aperture Card Microform Scanner	Includes: Scanner Unit, Universal Roll Film - Microfiche - Aperture Card Carrier, Uscan+ Software, USB3 Connectivity, Email Connectivity, Scan2Cloud, GoogleDocs, Opaque Light Source, 3M Cartridge Adapter, color/grayscale/bitonal capture, RapidScan18MP ultra-high resolution area array with real-time on-screen view	1	5,575.00	5,575.00
Standard Depot Warranty	One Year Standard return to manufacturer warranty.	1	0.00	0.00
Webinar Training	Webinar Training - up to two hours	1	825.00	825.00
Shipping	Shipping charges	1	175.00	175.00
Packing	Packing charge for UScan	1	190.00	190.00

Promotion ends on 3/29/19. However, if Nexus wins the bid, we will hold pricing until your grant is awarded.

TOTAL

\$6,765.00

Accepted By

Accepted Date



February 14, 2019

Vicki L. Evans
Greenup County Public Library
Genealogy & Local History
508 Main Street
Greenup, KY 41144
(606) 473-6514

RE: Greenup County Public Library bid for one Microfilm
reader/printer/scanner/converter.

Dear Vicki,

nextScan, a Division Of Digital Check Corp, submits **NO BID** for the above
project due 2/15/19.

Please keep us in mind for your future microfilm or microfiche digitizing
projects!

Sincerely,

Neil P. Milkowski

Eastern Regional Sales Manager
Direct: 715-570-5117
neil@nextscan.com